

**Form A**  
**OFFICIAL STUDENT COMPLAINT**

What kind of complaint are you addressing? \_\_\_\_\_ Academic \_\_\_\_\_ Non-Academic

**Please check one:** \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Visitor \_\_\_\_\_ Prospective Student

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell (     ) \_\_\_\_\_ E-mail \_\_\_\_\_

**Please check which type of complaint:**

\_\_\_\_\_ **INFORMAL COMPLAINT** The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean.

Description of Complaint, including Name(s) or Office(s) \_\_\_\_\_

\_\_\_\_\_

Informal Findings \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Signature \_\_\_\_\_ Date \_\_\_\_\_

**Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.**

\_\_\_\_\_ **FORMAL COMPLAINT** The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you? \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return the completed and signed form to the campus director or dean on your campus.**